



○ Sample

To: The Mayor of Suginami City ① Date of Application:  
Year Month Day  
 年 月 日

I am applying for the Special Cash Payment in compliance with conditions mentioned below.

Head of Household (Applicant/Recipient)	Name	Pronunciation in Katakana スギナミ タロウ
	② Suginami Taro	㊟
	Date of Birth	<small>Year Month Day</small>
	③ 1969 年 4 月 4 日	
	Current Address	
	④	
	Daytime Phone Number	
	⑤ ( )	

○ Example

- ① Date when the application was filled in (year, month, day)  
 ② Name of the head of household  
 If the head of household has signed his/her name, no seal will be required.  
 ③ Date of birth (year, month, day)  
 ④ Current address  
 ⑤ Daytime phone number  
 \*When you make a mistake, cross it out and write the correct one in empty space.  
 <example> when you correct “Hanako Suginami” → “Taro Suginami”  
 Taro ~~Hanako~~ Suginami

Your Bank Account Information (Do not pick out the account that has not been used in a long time.)

Bank Name (Excluding Japan Post Bank)	Bank JA Bank Shinkin Bank Credit Union		Honten · Shiten Honsho · Shisho Syucchosho	
	⑥ 杉並 阿佐ヶ谷			
	Bank Code	Branch Code	Type of Account ⑧	Bank Account Number (Fill in the squares, right-justified)
	⑦	1 Saving 2 Current	⑨	
Japan Post Bank	Bank Code	Passbook Code	Passbook Number (Fill in the squares, right-justified)	
	9 9 0 0	1 0	⑩	
Name of account holder	Name (Pronunciation in Katakana) (Left-justified, Leave a space between the family name and the first name)			
	ス キ ナ ミ タ ロ ウ			
	Name (Please write exactly same as the name on your passbook) ⑪			
スギナミ タロウ				

<When your receiving account is NOT Japan Post Bank>

- ⑥ Write bank and branch name
- ⑦ Write financial institution code and branch code
- You can find the financial institution code on the back of the passbook front cover. Also, you can find it on the official website of Suginami City government.
- ⑧ Circle the appropriate type of account
- ⑨ Write bank account number
- ⑪ Write name of account holder

<When your receiving account IS Japan Post Bank>

- ⑩ Write passbook Code and passbook number
- ⑪ Write name of account holder
- Please write numbers clearly and correctly for an accurate transfer. For inquiries (e.g. I do not have a bank account), please contact the call center on the front page.

**STOP FRAUD!**

The Japanese government and the city government NEVER do any of the below:

- Ask to use an ATM
- Request service charges related to the benefit payment
- Send emails and ask to click attached URLs or open attached files

Please feel free to contact if you find anything suspicious.

- Consumer hotline: 188 (Three digits without the area code)
- Consumer hotline on cash benefits programs for COVID-19: 0120-213-188
- Suginami No Fraud Dial: 5307-0800
- Suginami Police Station: 3314-0110
- Takaido Police Station: 3332-0110
- Ogikubo Police Station: 3397-0110

(As of May 2020, Department of Special Cash Payments of Suginami)